



# Alaska Air National Guard Active Guard Reserve (AGR) Position Announcement # **AKANG 16-101C**

<http://dmva.alaska.gov/employment.htm>



<b>POSITION TITLE:</b> <b>Education and Training Craftsman</b>	<b>AFSC:</b> <b>3S271</b>	<b>OPEN DATE:</b> <b>20 SEPTEMBER 2016</b>	<b>CLOSE DATE:</b> <b>5 OCTOBER 2016</b>
<b>UNIT OF ACTIVITY/DUTY LOCATION: (Changed)</b> 176 <sup>th</sup> Maintenance Operations Flight, Joint Base Elmendorf Richardson, Alaska		<b>GRADE REQUIREMENT:</b> Minimum: <b>E5 (Changed)</b> Maximum: <b>E7</b>	
<b>SELECTING SUPERVISOR:</b> SMSgt Lolly Reid (Changed)	<b>VACANCY:</b> 874837 (Changed)	<b>PHYSICAL PROFILE:</b> PULHES – 333333	

## AREAS OF CONSIDERATION

Area 1 On Board AKANG AGR (Any AFSC)  
Area 2 Alaska Air National Guard members (Any AFSC)

***\*All applicants MUST meet the grade requirement and physical/medical requirements outlined\****

## MAJOR DUTIES MAY INCLUDE

- Conduct education and training (E&T) tasks for maintenance, operations, and support training; education services; curriculum development; and instructor activities
- Develop, deliver, and evaluate E& T programs. Apply instructional system development (ISD) process
- Compare individual knowledge and skills with job standards, and identifies E&T requirements. Determine adequacy of existing courses and programs
- Screen and validate formal E&T requirements. Develop objectives to meet Air Force academic, vocational, and technical standards
- Determine most cost effective method to deliver E&T. Sequence objectives; select instructional design, method, and media; and identify resource needs
- Create materials to support objectives. Develop tests and standards to measure individual abilities
- Evaluate E&T programs, recommend actions to correct deficiencies, and oversee evaluations and surveys. Conduct, validate, and revise programs and instruction
- Coordinate user feedback with career field managers and E&T providers, and monitors corrective actions. Maintain and control testing materials
- Administer E&T programs. Serve as E&T program manager. Consult on ISD process and career field E&T plans (CFETP)
- Advise on E&T materials and services. Conduct work center visits, and organize programs to develop and conduct job site training
- Advise on unit and individual E&T progress. Identify E&T providers, capabilities, and resources, and ensure availability of materials
- Recommend revisions to E&T programs and CFETPs. Help obtain and analyze history of E&T achievements, establish goals, and enroll in classes, courses, and programs
- Prepare and maintain records, files, and materials. Maintain liaison with activities conducting, scheduling, or supporting E&T requirements
- Coordinate and schedule events and facility use. Request course quotas; monitor formal E&T process; and maintain records of course attendance, withdrawals, completions, and costs
- Manage automated systems and products, measurement tools, multimedia and maintenance qualification training programs, and the extension course program
- Coordinate contingency task training. Organize E&T programs to achieve educational goals and mission requirements. Prepare directives to manage and control E&T programs
- Implement policies and coordinate changes. Develop and manage reporting procedures
- Maintain E&T data, and provide statistical reports on programs and operations
- Monitor progress, identify problem areas, determine causes, recommend corrective action, and provide counsel
- Organize and control facilities, supplies, and equipment to support E&T needs
- Forecast E&T requirements, determine validity, and assess cost. Participate in utilization and training workshops, training planning teams, and training planning groups
- Collect and analyze job performance data, and conduct occupational analysis survey. Develop & validate standards
- Validate completed formal school applications; enter eligible personnel into upgrade training (UGT) and ensure continued eligibility for training. Review ANG formal school allocations
- Coordinate with higher headquarters, as necessary to support formal school requirements for mandays and funding
- Assist students with preparations to enter school, including preparing orders and out processing students
- Process students into the unit, and document completion of training and award of skill level
- Monitor the Extension Course Institute (ECI)/Career Development Course (CDC) program in regard to ECI policies
- Provide advice to commanders, supervisors, and unit training managers on matters pertaining to ECI/CDC programs
- Enroll personnel in CDC courses and monitor progress. Conduct quarterly inventory of test materials
- Capture data and accomplish automated updates to reflect changes that result in classification actions
- Maintain current computer-generated management information product listings of all personnel on (OJT)
- Process Career Development Course (CDC) reactivation and re-enrollment requests in accordance with applicable guidance
- Develop, analyze, oversee, and facilitate unit and individual training programs
- Perform in-processing and out-processing actions for personnel departing for, and returning from all service schools
- Prepare school tour orders; Counsel members departing for active duty for training to ensure special requirements such as physical examinations, clothing, equipment and security clearances are met
- Perform additional duties as assigned

## INITIAL ELIGIBILITY CRITERIA

- SECURITY CLEARANCE – **Secret (eligible to obtain)**
- APTITUDE REQUIREMENT – GENERAL – 59
- STRENGTH APTITUDE - Demonstrated by weight lift of 40 LBS
- Ability to speak distinctly

## PREFERRED QUALIFICATIONS

- Knowledge is mandatory of: principles, policies, and procedures of Air Force E&T programs; interviewing and counseling techniques; training techniques and instruction methods; task analysis procedures, learning process, curriculum development, training evaluations, and E&T systems and products; effective writing skills; editing practices; instructional media application, training reporting, program and curriculum validation, and implementation procedures; training program management; scheduling training events and facilities; conducting assistance visits and training meetings; work center and individual job qualification standard development; education institution registration requirements; military personnel classification system and policies; application of communicative interpersonal skills; and distance learning concepts; Knowledge & experience in squadron CSS operations; Supervisory experience; experience with shift-worker UGT/requirements.
- Completion of the basic E&T course

***\*See page 2 for All Required Documents for Considerations\****

## INSTRUCTIONS FOR APPLICANTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required  AGRs must have 12 months in assigned position or will not be considered for reassignment. <i>IAW ANGI 36-101. Airmen should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard.</i>	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. <u>Application Package will not be forwarded without statement</u>
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...."	If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee	Applicants who have any Adverse Actions or a UIF, must provide supporting documents with the application.  Any further questions regarding the AGR program may be answered in ANGI 36-101

## APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to [ng.ak.akarng.mbx.hro-agr@mail.mil](mailto:ng.ak.akarng.mbx.hro-agr@mail.mil). Hard copy applications will **NOT** be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. **Per ANGI 36-101, the application package must include at minimum the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness. Items 1-3 are required by the Human Resource Office to determine initial qualifications.** If the required documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

1. NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Position **dated 20131111** (<http://dmva.alaska.gov/employment.htm>)
2. CURRENT Records Review RIP available on vMPF (<http://www.afpc.randolph.af.mil/vs>)
3. CURRENT PASSING Report of Individual Fitness from Air Force Fitness Management Systems (AFFMS) or AF Fitness Assessment Scorecard or a signed letter from the Unit Fitness Monitor
4. Cover Letter & Resume (optional)
5. Last 3 Enlisted Performance Evaluations (If applicable)
6. Letters of Recommendation will be accepted

### EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into **ONE** single PDF

PDF File Name should be: Position Announcement Number, Last name, First name, Grade

**Example: ANG 16-XX Doe, Jane E1**

Email Subject should be: Position Announcement Number

**Example: ANG 16-XX**

Email Application Package to [ng.ak.akarng.mbx.hro-agr@mail.mil](mailto:ng.ak.akarng.mbx.hro-agr@mail.mil)

### QUESTIONS:

To verify receipt of application, you may call 907-428-6242 DSN 317-384-4242

## REMARKS

Federal law prohibits the use of government postage for submission of applications.

### THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.